

November 12, 1953

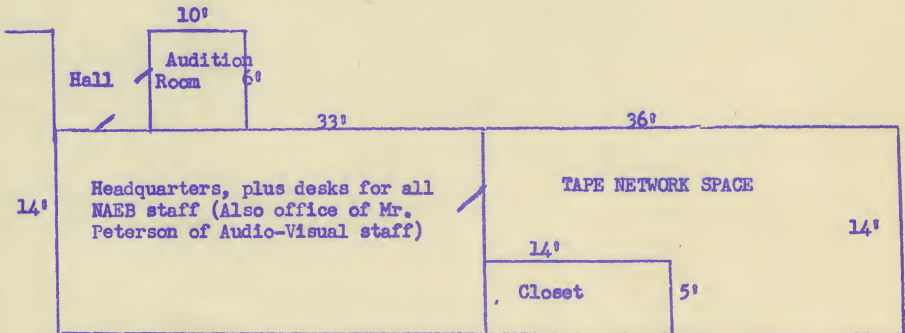
Mr. Frank Schooley, Treasurer
National Association of Educational Broadcasters
Station WILL
University of Illinois
Urbana, Illinois

Dear Frank:

Herewith suggested space needs for NAEB. We're dittoing so the rest of the Board can see, also.

In addition to the problem of space there is the fact that I have no office to which I can retreat to get work done. Every passer-by en route to the Network room, passes my desk. A dozen or so inquiries a day reach us for Mr. Peterson. There are many interruptions every hour. There is no place to dictate and I've given up trying to do this much. Personnel matters can not be discussed over the phone, because I'm surrounded by the whole Staff involved, etc. Therefore, not only space but a certain number of enclosures are indicated in this statement.

It is assumed that the tape network could simply expand into present Headquarters space if Headquarters could find some, preferably nearby. If not, though it would not be good to have the two separated, it may mean a house, for Headquarters, although this would probably be less safe from a fire danger angle, for archives, than a University Building. In the FAE request draft I've mentioned a likely \$5,000.00 item. Imagine this should be a Kellogg item, but since I haven't been drafting Kellogg requests I thought I'd get it down somewhere, since the idea of trying to crowd more people into the present space and confusion situation makes little sense. Here's what we have now.



To: Mr. Frank Schooley

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Total Square footage:

Headquarters	467 sq. ft.
Tape Network	438 sq. ft.
Closet (storage)	74 sq. ft.
Audition and editing room	61 sq. ft.
Total	<u>1040 sq. ft.</u>

(Holt also has access to U of I recording service space for some of his editing work)

Needed spaces:

-For Tape Network approximately 1,000 sq. feet (all of present space), to take care of offices for Holt, Clausen, Blason and 3 operators, and including storage, shipping, filing and shelf space.

-For Headquarters, if possible in six walled or divided spaces, as follows:

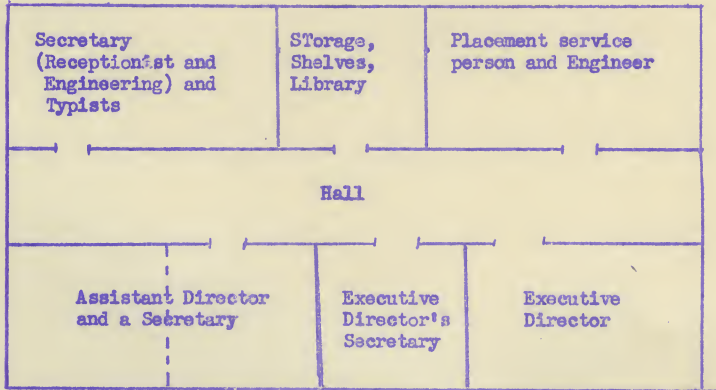
<u>Rooms</u>	<u>Minimum Needed</u>	<u>Desirable</u>
1) Executive Director	150	225
2) Secretary to Director	100	125
3) Assistant Director & Secretary	225	270
4) Placement & Engineer	250	300
5) Additional Secretaries & Receptionist	200	250
Cabinets, Shelves, etc.	150	300
6) Conference	<u>300</u> 1,375	<u>450</u> 1,920

This might be in some such form as this, or any variant thereof:
(see page 3)

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Executive Director and Secretary should have 2 rooms, or one divided room; Assistant (or Associate) Director a large room, preferably divided; Engineer, his secretary and placement assistant could be together, or in 2 or more rooms if necessary. Minimum total: 4 rooms for 7 full time (and some part-time) people.

For a starter, that's it.

Regards,



Harry J. Skornia
Executive Director

HJS:do

November 27, 1953

Schooley - - - Re Houses

1) 1009. Nevada - - - Looks promising. Paced off. Looks like 1800 or so sq. ft., well-located. Might look at floor plants, if and as we progress.

2) Brown Shingle across from ice-rink. Looks a little small but didn't measure off.

Fire - danger. Good location. Rather unlikely, but second choice of the three. Loading facilities? Heating? Floor space?

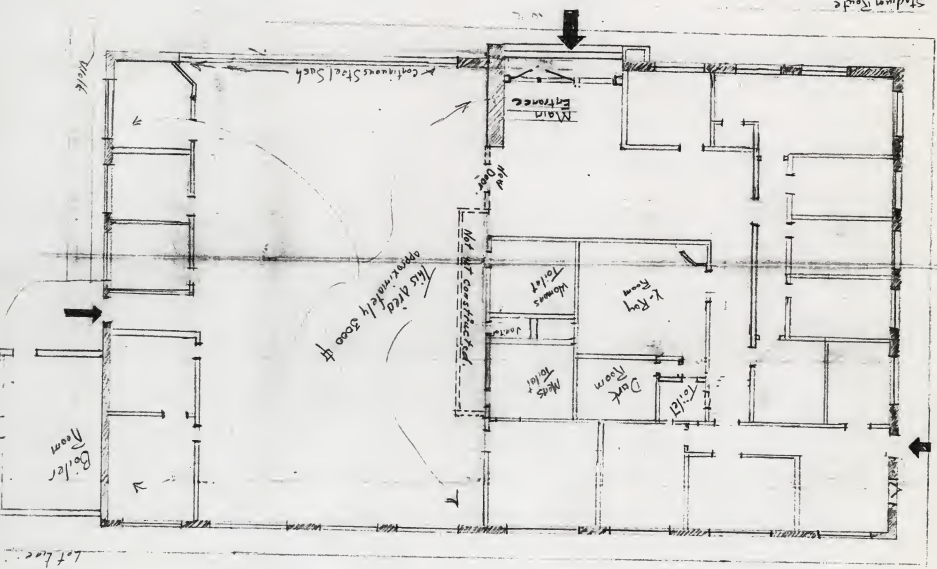
3) The Goodwin Ave. Brick (second N. of Trinity Methodist) looks very good, but seems much too small (without measuring or having dimensions). Is it over 20 x 25, which would be about our present space?

Charles Street

Station Road
Bus Stop

North Street

North



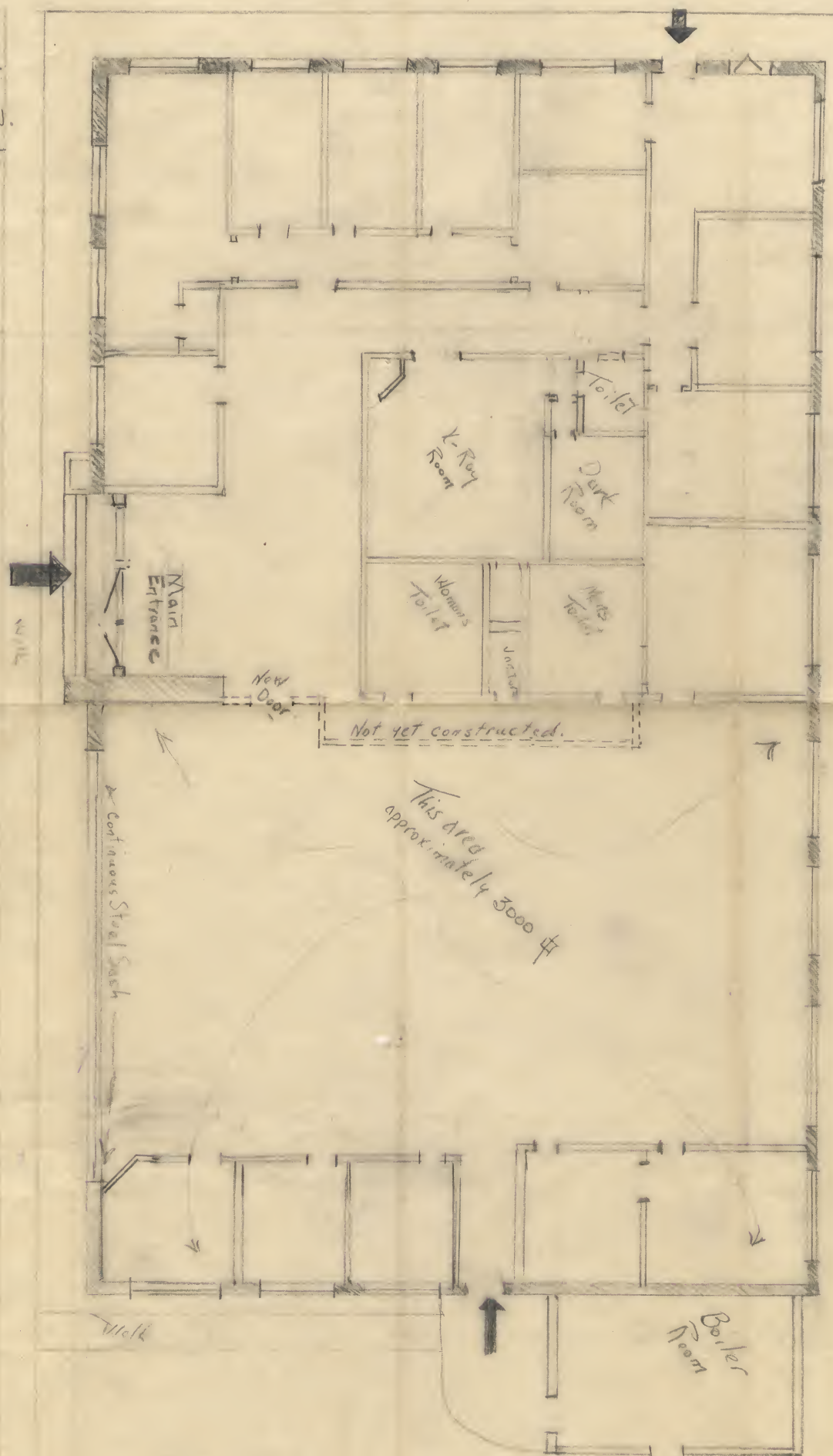
Left

Charles Street

Stadium Road
X Bus Stop

Neil Street

→ North



Building at 821 S. Neil St
Champaign, Illinois

Note: dotted lines possible alterations.

P.E.R. 12-2-53